

AI/AN

BEP

**Special
Emphasis
Program
Overview**

H E P

A/PI

FWP

IWDP

SEP VISION

Multi-cultural organizations

Positive work environment

Training opportunities

Respected employees

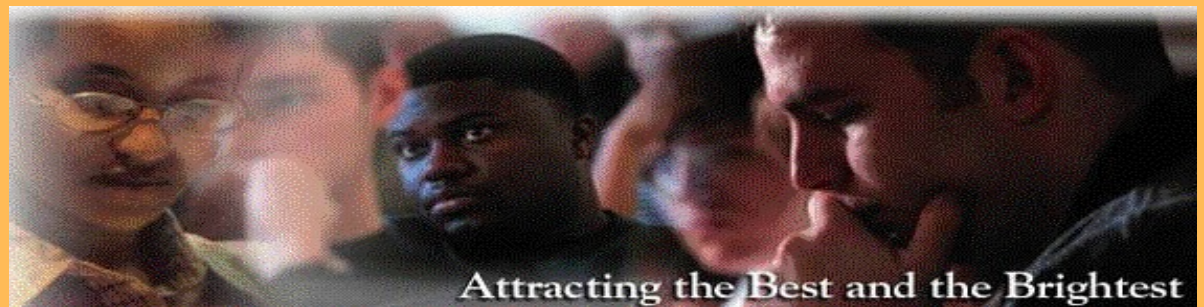
Complaints minimized

Customer satisfaction



PURPOSE

The Special Emphasis Program (SEP) exists to address “special” problems and concerns of minorities, women, and individuals with disabilities



Attracting the Best and the Brightest



STILLS LOG LA

To provide means for minorities, women, and individuals with disabilities to obtain equal opportunity in all aspects of employment through creation and maintenance of organizational processes and programs which foster and are responsive to their pursuit of employment, development, and career progression

AUTHORITY



DOD Directive 1440.1 dated May 21, 1987, “The DOD Civilian Equal Employment Opportunity (EEO) Program”, authorized the establishment of the Federal Women’s Program (FWP) and Hispanic Employment Program (HEP).

DOD Directive 1440.1, Change 2, dated March 11, 1991, authorized the establishment of the Black Employment Program (BEP), Asian/Pacific Islander Employment Program (A/PIEP), and the American Indian/Alaskan Native Employment Program (AI/ANEP).

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Who's In

Who's Out

Change Agents -----> Business as usual

Diversity Specialists -----> Numbers focus

Empowerment -----> Passing the buck

Customer Focus -----> Indifference to customers

Team Builders -----> Traditional management

Leaders -----> The "Boss"

Benefit Focus -----> Problem staters

Mediators -----> Litigators

Technology Oriented -----> Pencil pushers

Program managers must be...

Trained

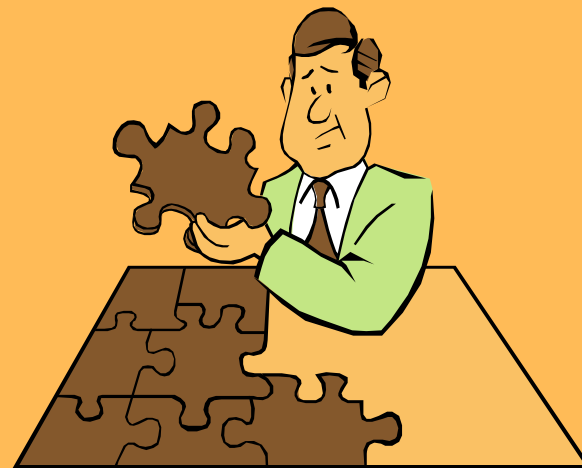
**Task
Oriented**

Visible

Politicians

**Team
Players**

**Valued
Assets**



Study what has been accomplished

Organize yourself

Assess local opportunities

Develop plan

Brief management on plan

Ensure work force involvement

Market program

Network

Share





RESPONSIBILITIES

Assess the climate and monitor the EEO posture

Identify issues, barriers, and installation policies

**Develop proposals, recommendations,
strategies, and/or positions directed toward
solving/resolving specific issues**

**Advise managers about their responsibilities and
assist
as needed**

WHAT IT TAKES!

Support from leadership

Professionalism

Knowledge of your organization and work force

Ability to deal with management

Knowledge of EEO program

Community involvement

Team approach



**Organization
structure/relationships**

Organization mission

Understand role

EFFECTIVE TOOLS AND KNOWLEDGES

Monitor/advise

**Become a part of other
functions/staff**

Climate surveys

Trend analysis





COMMITTEE SHOULD...

Represent the work force

Help stay in touch with all levels throughout their activity

Be a working committee - eyes and ears for the organization -- rather than an advisory one

Show diversity and reflect the talent of its members to benefit the program

Support the SEPM position and ensure that SEP actions are public knowledge - not "something that happens behind closed doors"

REQUIREMENTS FOR COMMITTEE MEMBERS

Acceptance of goals and objectives

Willingness to work on achieving goals and objectives

Promote “program” for everyone

Understand concepts and perceptions



**EEO IS NOT A SECRET SOCIETY FOR MINORITIES,
WOMEN, AND INDIVIDUALS WITH DISABILITIES**

DATA ANALYSIS



Awards

Appraisals

Disciplinary Actions

EEO Complaints

Hires/Gains

Promotions

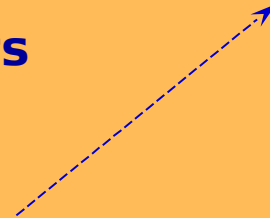
Selections

Separations

RIF

Training

**Work Force
Profiles**



VISION INSURANCE DOING THE RIGHT THING

Involve all people

**Express support for total H/R & EEO
programs**

Build, don't burn bridges

**Forgive everybody: they may not
know**

Empower your constituents

If you need help, call somebody



**Talented SEP
committee
members
needed -- for
additional
information,
contact your
local SEP
Manager or
EEO Office!**

